

26 February 1993

TRANSPORTATION

(OTIS ANGB)

- 1. Objective.** As prescribed in AFR 8-10, this ANGMS quantifies the full-time manpower requirements to accomplish the tasks described in the work center description for varying levels of workload volume.
- 2. Authority.** AFM 77-310, Volumes I and II, and ANGM 77-310 Volumes 1 and II contain Air National Guard (ANG) policy and procedural guidance for the Transportation function. This ANGMS has been developed in accordance with procedures outlined for development of Single Location Manpower Standards contained in AFR 25-5, 16 May 88.
- 3. Applicability.** This standard applies to Otis Air National Guard Base MA, Base Operating Support (BOS) Activity.
- 4. Standard Data:**
 - a. Classification.** Type III.
 - b. Approval Date.** 9 Jul 92.
 - c. Manpower Data Source.** Staffing Pattern.
 - d. Standard Manpower Equation.** $Y = 1$ (Constant Manpower).
 - e. Workload Factor.** N/A.
- 5. Statement of Conditions.** The normal hours of operation for this work center are eight hours a day, five days a week. There are no other standard of living constraints which affect the daily operation of this work center.

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2 Attachments
1. Work Center Description
2. Standard Manpower Table

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WORK CENTER DESCRIPTION**Transportation****(OTIS ANGB)****DIRECT:****1. MANAGEMENT:****1.1. MANAGES TRANSPORTATION ACTIVITY:**

1.1.1. DIRECTS AND CONTROLS VEHICLE MAINTENANCE ACTIVITY. Authorizes personnel for shift work, overtime work, detail, appointment, leave, pass, and compensatory time. Establishes procedures for most economical use of manpower and equipment. Reviews vehicle, man-hour requirement, and assignment to support base transportation requirement. Checks work in progress to ensure compliance with directive, quality standard, time safety, and security regulations. Ensures care of equipment and facility, and gives verbal instruction to subordinate.

1.1.2. DIRECTS AND CONTROLS TRANSPORTATION ACTIVITY. Manages Transportation Management Office (TMO) and Air Passenger Terminal (APT).

1.2. DEVELOPS BUDGET AND WORKDAY ESTIMATE. Reviews, develops, and defends budget estimate for annual vehicle maintenance budget; develops workday training estimate for annual and special training requirement.

1.3. ANALYZES TREND. Maintains and uses current trend analysis for directing action to improve undesirable condition in the use of material, financial, and personnel resource.

1.4. COORDINATES AND PROVIDES TECHNICAL GUIDANCE. Coordinates with Vehicle Maintenance Superintendent on normal and exceptional condition affecting subordinate work center. Coordinates with and provides technical logistics guidance to higher headquarters, base and tenant activity, and other organization or agency.

1.5. PROVIDES GUIDANCE TO SUBORDINATE WORK CENTER. Assists subordinate work center supervisor to ensure mission accomplishment and provides advice on administrative and technical matter.

1.6. ATTENDS BRIEFING, CONFERENCE, OR MEETING. Gathers information and organizes reference material. Attends briefing, conference, or meeting.

1.7. RECEIVES AND PREPARES CORRESPONDENCE. Receives and prepares reply to correspondence from outside activity. Approves and signs correspondence prepared by subordinate.

1.8. RECEIVES OFFICIAL VISITOR. Receives inspector and official visitor, answers inquiry, and assists in accomplishment of their mission.

1.9. ACTS AS TECHNICAL ADVISOR FOR VEHICLE MAINTENANCE HOST TENANT SUPPORT AGREEMENT (HTSA). Ensures that tenant activity is given the priority and level outlined in the HTSA.

2. TRANSPORTATION OPERATION:

2.1. DIRECTS TRANSPORTATION OPERATION. Ensures maintenance facility is adequately programmed to eliminate deficiency, material is available to support vehicle maintenance, vehicle maintenance quality standards comply with National Guard Bureau and Air Force policy, and personnel are available according to mission requirement to prevent disruption of the shop.

2.2. APPROVES/DISAPPROVES ONE-TIME REPAIR REQUEST. Approves or disapproves one-time repair request IAW T.O. 00-25-249, Maximum Repair Allowances, Replacement Codes, and Priority Buy Programs for US Air Force vehicles. Sets uniform criteria establishing authority to make repair cost estimate and repair decision when cost of work is more than normal allowance.

2.3. ENSURES ADEQUATE MAINTENANCE FACILITY, WORKSPACE, TOOLS, TEST EQUIPMENT, MATERIAL, AND SHOP EQUIPMENT ARE AVAILABLE.

2.4. COORDINATES WITH CHIEF OF SUPPLY TO ENSURE REQUIRED SUPPLIES ARE AVAILABLE.

2.5. REVIEWS QUALITY ASSURANCE INSPECTION WITH SUBORDINATE AND ENSURES CORRECTIVE ACTION IS TAKEN.

2.6. CONDUCTS MEETING WITH SUBORDINATE TO IDENTIFY AND SOLVE MAINTENANCE PROBLEM. Conducts meetings with Material Control, Maintenance Control Analysis and superintendent to identify and solve maintenance problem, Vehicle Down for Parts and Vehicle Out of Commission problem.

2.7. ENSURES ACCURACY AND TIMELY SUBMISSION OF COMPUTER OR MANUALLY PREPARED REPORT.

INDIRECT: Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are Supervision, Administration, Meetings, Training, Supply, Equipment Maintenance, and Cleanup. See AFMS 00AA for the Standard Indirect Description.

STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Transportation/FAC 42000T			Y = 1 (Constant Manpower)								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Transportation	60XX	CIV	1								
TOTAL			1								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
TOTAL											